



OCT 24 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Travel Orders for Entering New Employees on Duty

1. It is my understanding that existing regulations require DD/P Area Divisions to submit travel orders concurrently with personnel actions on those employees being hired in the United States, except Washington, D. C., for permanent duty stations abroad and initial temporary duty in Washington. It is my further understanding that the cost of all such travel, domestic and foreign, is chargeable to the Area Division concerned.

2. It would be appreciated if a study could be undertaken to determine the feasibility of authorizing the Chief, Personnel Division (Covert) to prepare and sign the travel order directing the travel, when notification of security approval on the prospective employee is received by the Chief, PD(C). It would likewise be appreciated if the Comptroller could investigate the feasibility of charging the employee's travel to Washington to an Agency administrative overhead account, and charging the Division only with that travel from Washington to the foreign duty station.

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Chief of Administration, DD/P